

# THE CORPORATION OF THE COUNTY OF WELLINGTON

Social Services Department

Housing Services Division

Requires three

## **Custodial Assistant Students**

---

Reporting to the Maintenance Supervisor, the Custodial Assistant Student is responsible for assisting the Custodian with day to day maintenance operations within assigned Housing Services residential building locations in the City of Guelph and the County of Wellington. The Custodial Assistant Student works approximately 40 hours per week, Monday to Friday; beginning in May and ending in September. Two positions will work out of Guelph and Fergus, and one position will work out of Wellington North and Minto.

### **The minimum qualifications for this position include:**

- Enrolment in a high school, college or university and be returning for full time studies.
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle.
- Ability to maintain confidentiality.
- Ability to complete minor repairs.
- Experience utilizing power driven and mechanical equipment.
- Knowledge of cleaning procedures.
- Experience with painting either exterior or interior surfaces.
- Organizational skills to set priorities and work independently, demonstrating accuracy and attention to detail while meeting deadlines.
- Ability to relate in an objective and empathetic way with tenants and other customers.
- Knowledge of and demonstrated ability in corporate core competencies including communication, teamwork, initiative/self-management, accountability, and flexibility/adaptability.
- Working knowledge of Microsoft Office.
- All new or rehired employees must provide proof of full vaccination against COVID-19 and agreement of the County of Wellington vaccination requirement, prior to commencing employment.

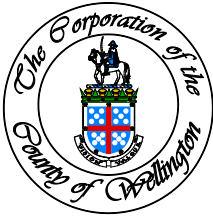
**This position offers an hourly range of \$17.50 to \$19.00 (2023 Student Compensation Grid).**

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #047STUD-23** by **Friday, February 10 at 12:00 pm. Please indicate which location(s) you are interested in.**

**ATTENTION: HR DEPARTMENT**, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: [careers@wellington.ca](mailto:careers@wellington.ca) or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.

Alternate formats available upon request.



# COUNTY OF WELLINGTON

## POSITION DESCRIPTION

<b>Title:</b> Custodial Assistant Student	<b>Reports to:</b> Maintenance Supervisor
<b>Department:</b> Housing – Social Services	<b>Positions Supervised:</b> 0
<b>Effective:</b>	<b>Revised:</b> January 2023

### **BASIC FUNCTION:**

Reporting to the Maintenance Supervisor, the Custodial Assistant Student is responsible for assisting the Custodian with day to day maintenance operations within assigned building locations in the City of Guelph and the County of Wellington.

### **PRINCIPAL RESPONSIBILITIES:**

- Assists Custodian with vacant unit preparation, repairs and cleaning.
- Assists Custodian with maintaining cleanliness in public areas within the building.
- Performs minor interior and/or exterior painting.
- Assists Custodian with waste handling.
- Assists Custodian with basic repairs within occupied residential properties.
- Ability to provide general administration support to staff working in the housing office, including but not limited to file management, data entry and photocopying.
- Perform other duties as assigned.

### **PHYSICAL REQUIREMENTS OF POSITION:**

Must be physically able to complete requirements of the position, including:

- Lifting (e.g. waste handling)
- Straining and pulling (e.g. stripping floors, vacuuming)
- Walking (e.g. building inspections, regular maintenance)

### **PROBLEM SOLVING RESPONSIBILITIES:**

- Resolve scheduling issues with cleaning vacant units.
- Review priorities and follow-up with Supervisor regarding any issues that may arise.
- Conduct minor repairs, including minor plumbing.

### **CONTACTS**

Internal: Housing staff

External: Residents of apartment dwellings, contractors

### **MINIMUM QUALIFICATIONS:**

- Enrolment in a high school, college or university and be returning for full time studies.

- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle.
- Ability to maintain confidentiality.
- Ability to complete minor repairs.
- Experience utilizing power driven and mechanical equipment.
- Knowledge of cleaning procedures.
- Experience with painting either exterior or interior surfaces.
- Organizational skills to set priorities and work independently, demonstrating accuracy and attention to detail while meeting deadlines.
- Ability to relate in an objective and empathetic way with tenants and other customers.
- Knowledge of and demonstrated ability in corporate core competencies including communication, teamwork, initiative/self-management, accountability, and flexibility/adaptability.
- Working knowledge of Microsoft Office.

**CONDITIONS OF EMPLOYMENT:**

- Police Vulnerable Sector Check
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle

**OTHER:**

- Head Office Location: 138 Wyndham Street North, Guelph.
- Position based within the City of Guelph or the County of Wellington with travel to City of Guelph area required.
- Off-site Locations: Affordable and geared-to-income rental housing projects as assigned.
- Regular Work Hours: 40 hours per week.